# FINANCE ASSISTANT

**RESOURCES AND TRANSFORMATION DEPARTMENT**

**SARAJEVO**

**Duty Station:** Sarajevo

**Contract Type:** Intern, unpaid (part-time, 3 months)

**PURPOSE AND SCOPE OF POSITION**

The post holder will work in Finance Section of the OHR and, as a member of the team, contribute to smooth operation of the finance function.

**DUTIES AND RESPONSIBILITIES**

- Daily booking of invoices and cash transactions;
- Producing reports as required;
- Prepare VAT refund request;
- Any other duties as required including all finance functions – treasury, accounting and budget management.

**PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- University degree, preferable in Economics;
- Excellent spoken and written English;
- Excellent communication skills are essential;
- Sense for confidentiality in dealing with issues that require a high degree of sensitivity
- Excellent organizational skills;
- Excellent computer skills;
- Ability to cope with stress and work with people of various cultural backgrounds;
- Willingness to work long hours;
- Ability to work in a team as well as independently and with minimal supervision;
- Mature judgement.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

***Human Resources***
***Office of the High Representative***
***Emerika Bluma 1, 71000 Sarajevo***
***Bosnia and Herzegovina***
***E-mail: application@ohr.int***

***Reference number: 2023/002***
***Closing date for applications: 15 March 2023***

***Only short-listed candidates will be contacted***
***No telephone inquiries please***